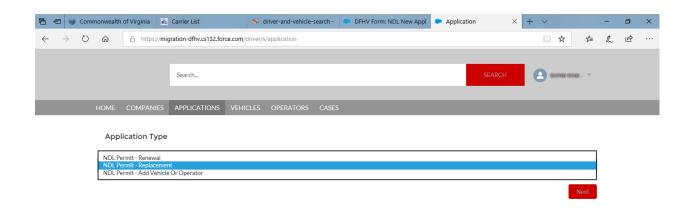
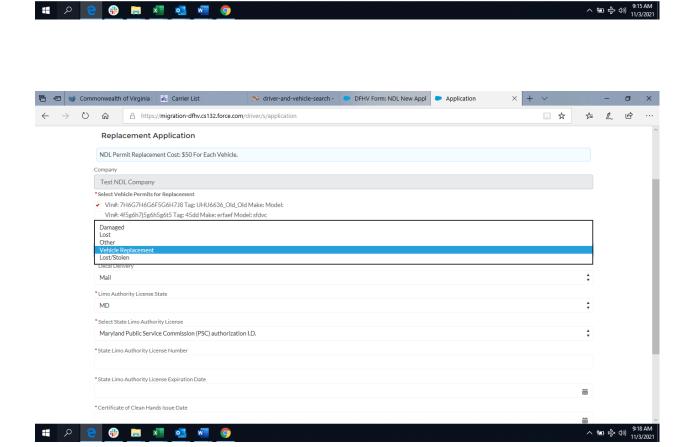
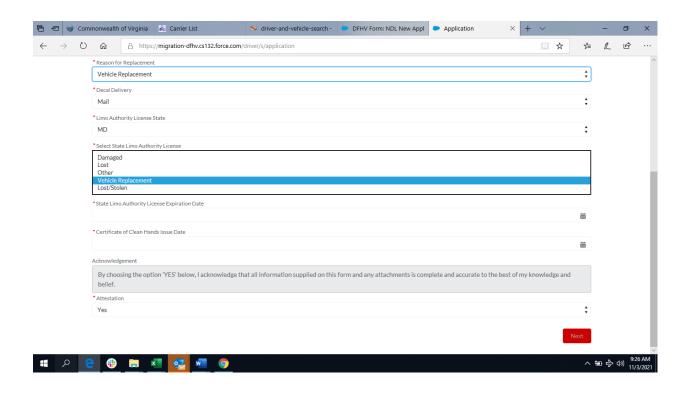
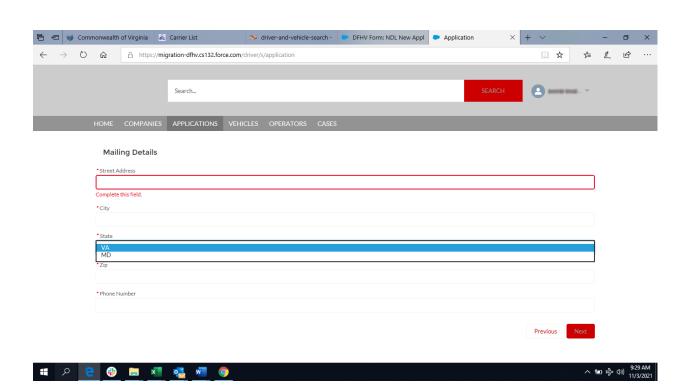
Vehicle Replacement Application

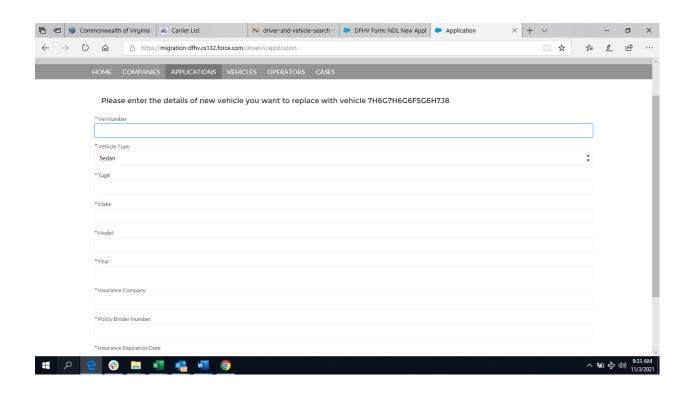
- 1. Log into your company portal and click the "APPLICATIONS" tab.
- 2. Click "New NDL Application."
- 3. Click the dropdown menu under Application Type and select "NDL Permit Replacement" then click "Next."
- 4. Select the vehicle for the permit replacement by selecting the box to the left of the VIN#.
- 5. Select mail or pickup for Decal Delivery.
- 6. Select the "Reason for Replacement (Vehicle Replacement)" in the dropdown menu.
- 7. Select the state (Maryland or Virginia) of your Limousine Authority from the dropdown menu.
- 8. Select your "state limousine authority type" from the dropdown menu.
- 9. Enter your "state limousine authority license number."
- 10. Enter your state limousine authority "expiration date."
- 11. Enter the "date" of your certificate of clean hands (certificate of clean hands is only good for one-year).
- 12. Acknowledgment / Attestation Select **yes** or **no**, then click "Next."
- 13. If you selected mail for decal deliver, Enter street address and city.
- 14. Select state (Maryland or Virginia) from the dropdown menu.
- 15. Enter zip code and telephone number, then click "Next."
- 16. Enter the new vehicle identification number (VIN#).
- 17. Enter the vehicle type (**Sedan** or **Limousine**).
- 18. Enter the vehicle license plate number (Tag#).
- 19. Enter the **Make**, **Model**, and **Year** of the vehicle.
- 20. Select the permit duration (one or two years).
- 21. Enter the name of your "Vehicle Insurance Company."
- 22. Enter insurance policy "binder number."
- 23. Enter Insurance "expiration date."
- 24. Enter the "vehicle registration expiration date."
- 25. Upload **proof of insurance** document.
- 26. Upload "vehicle registration."
- 27. Click "Next."
- 28. Upload "state limousine authority."
- 29. Upload "certificate of clean hands."
- 30. Click "Next."
- 31. Application Completed.

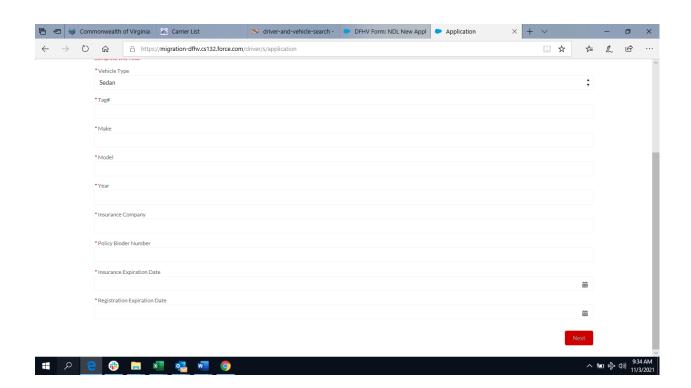


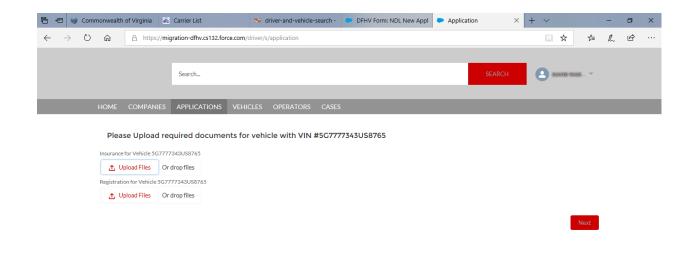
















Replacement Application

Thank you for completing your Non-District Limousine (NDL) Permit Application. Please check your email for further instructions.

